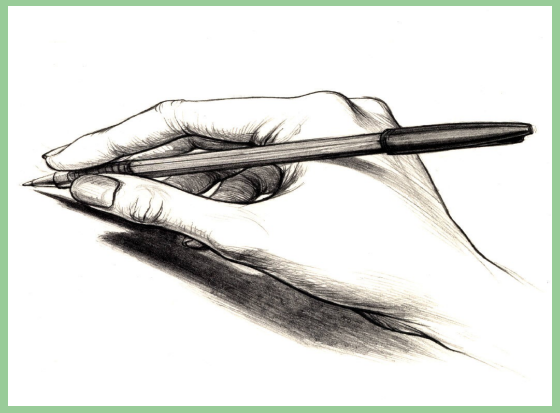
WRITING/UPDATING POSITION DISCRIPTIONS (PDs)



What's here?

- Writing a new PD
  - Introduction
  - Classification Systems
  - Pay-band Classification (NF)
  - Crafts & Trades
  - Child Care
  - Writing PDs and JDs
  - Reviewing Pertinent Documents
  - Format for Pay-band
  - Factor Descriptions
  - Format for Crafts and Trades
  - Getting PD Ready for Classification
  - Distribution of PDs
- Updating existing PDs
  - Reasons to Revise PDs/JDs
  - Causes for Change
  - Review and Edit
  - Finalize
- That's all…

Introduction

POSITION/JOB DESCRIPTION

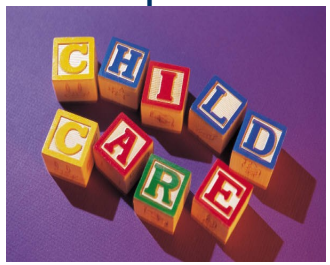
A written statement of major duties, responsibilities, qualification requirements, and supervisory relationships

- Position description is the terminology for NF Pay-band
- Job description is the terminology for Crafts and Trade jobs

Classification Systems

The three classification systems authorized for DoD NAF employees are:

1. Pay-band System for white collar employees
2. Crafts and Trades for blue collar employees
3. Child Care Pay-band for child development employees



Pay-band Classification System (NF)

NF Pay-band Classification System consists of six bands that cover positions with primary duties such as:

- administrative
- clerical
- services
- business management
- technical (not related to trades, crafts, or manual labor)

Crafts and Trades System

Crafts and Trades System covers employees in recognized craft or trade, or unskilled, semi-skilled, skilled manual labor occupations, including foremen or supervisors.

Employees are classified as NA, NL, NS

- NA are workers at helper, intermediate, or journeyman level
- NL are leader jobs lacking full supervisory scope
- NS are supervisory jobs where knowledge of the craft or trade is paramount

Child Care Classification

Covers Child Care Development Program Assistants, Leaders, and Technicians

- PDs for these employees are standardized and centrally classified

Writing PDs/JDs

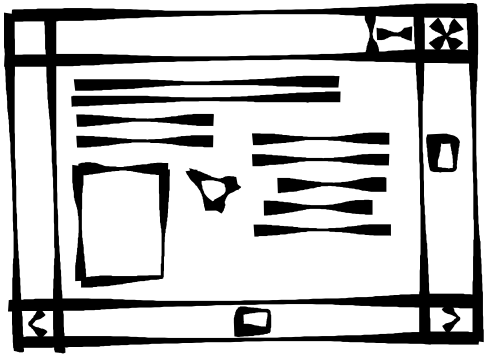
- When to write
  - New tasks added to existing position
  - Establishing a new position
- Who should write
  - Responsibility of the supervisor
  - Guidance from HR personnel specialists
- How to write
  - Follow the OPM preferred format

Review Pertinent Documents

The following information sources are useful when preparing or revising PDs:

- Needs assessment data
- Organization chart/work-flow diagrams
- Staffing guides
- Official correspondence/publication containing new/different staffing requirements
- Vision, mission, and guiding principles
- Strategic plan/Business plan
- Short/long-term plan
- Goals and objectives

Format for Pay-band



- I. **Introduction** - should identify your Command, Department, your Program, the Program's location, mission and purpose, and the job title.

- II. **Major duties and responsibilities** - duties that occupy most of the employee's time and are the primary reason for the position's existence.

- III. **Factors** - List the following nine factors.

Factor Descriptions, page 1 o

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Kind or nature of knowledge and skills needed
- How the knowledge and skills are used in doing the work

FACTOR 2 - SUPERVISORY CONTROLS

- How the work is assigned
- Employee's responsibility for carrying out the work
- How the work is reviewed

Factor Descriptions, page 2 of 4

FACTOR 3 - GUIDELINES

- Nature of guidelines for performing the work
- Judgment needed to apply the guidelines or develop new guides

FACTOR 4 - COMPLEXITY

- Nature of the assignment
- Difficulty in identifying what needs to be done
- Difficulty and originality involved in performing the work

Factor Descriptions, page 3 of 4

FACTOR 5 - SCOPE AND EFFECT

- Purpose of the work
- Impact of the work product or service

FACTOR 6 - PERSONAL CONTACTS

- People and conditions/setting under which contacts are made

FACTOR 7 - PURPOSE OF CONTACTS

- Reasons for contacts in Factor 6

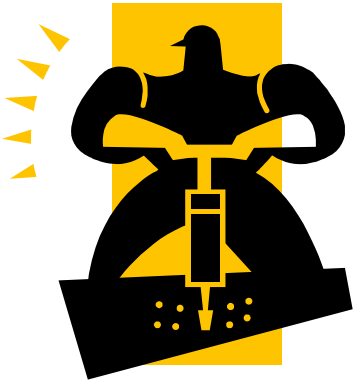
Factor Descriptions, page 4 c

FACTOR 8 - PHYSICAL DEMANDS

- Nature, frequency, and intensity of physical activity

FACTOR 9 - WORK ENVIRONMENT

- Risk and discomforts caused by physical surroundings and the safety precautions necessary to avoid accidents or discomforts



Format for Crafts & Trades, page 1 of 2

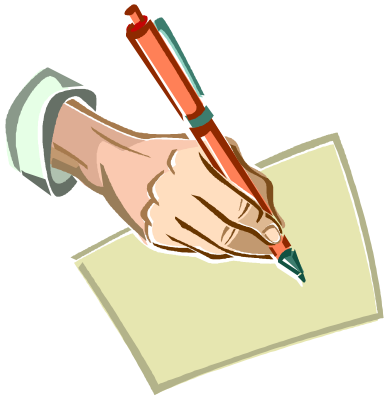
- I. Introduction
  - Authorized functions of the organization
  - Purpose of the position
- II. Major Duties
  - List significant duties
  - Organized in descending order of importance
- III. Skills and Knowledge
  - Helper/Intermediate/Journeyman

Format for Crafts & Trades,
page 2 of 2

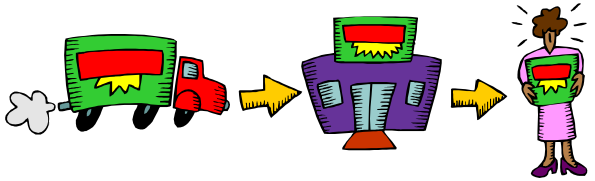
- IV. Responsibility
  - Supervision received/given to others
- V. Physical Effort

  Lifting limits, etc.
- Vl. Working Conditions
  - Inside/Outside/Extreme heat or Cold/Dirty

Getting PD Ready for Classification



- Prepare an OF-8, Position Description cover page per local policy/practice
- Ask your NAF Personnel/HR Office or HRO for assistance in preparing OF-8
- Submit to supervisor / chain of command for review/comment
- Submit completed PD to HRO for classification

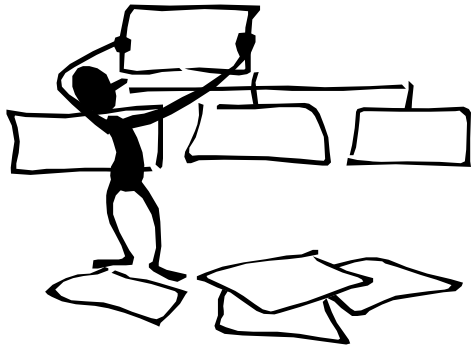


Distribution of Classified PD

- Copy to your records
- Copy to applicable staff member
- Original to Personnel Office via your immediate supervisor / chain of command

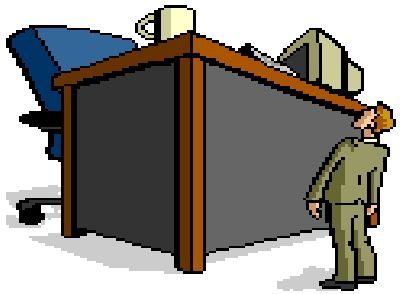
REVISE EXISTING POSITION DISCRIPTIONS (PD)

Reasons to Revise Existing PD/JD



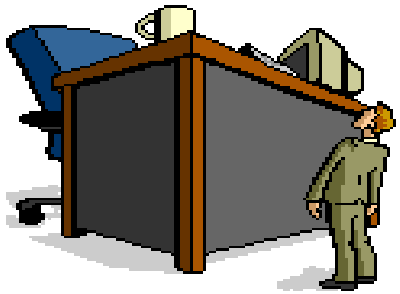
- Existing PD/JD may require:
  - Changes to duties/factors
  - Additions to duty/job requirements
  - Deletions from duty/job requirements

Causes for Change, 1 of 3



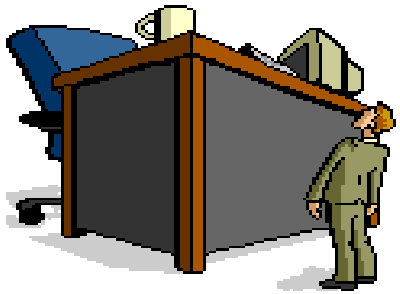
- You have received direction from higher authority that require addition or modification to the "major duties and responsibilities" and/or the applicable/required knowledge, skill, attitudes, personal characteristics, qualifications, certifications, education requirements of a position
- The duties, tasks, responsibilities of the position have increased/decreased due to changes in your Program's mission/purpose and/or the amount of your business

Causes for Change, 2 of 3



- The goals and objectives of the Program have changed
- The supervisory span of control has changed (either up or down)
- The incumbent now supervises more/less people
- The PD needs to be modified to include new/different/ additional performance standards
- Management reviews or your reviews of your PDs identified needed changes to bring it/them up-to-date or make it/them more complete/accurate

Causes for Change, 3 of 3



- Technological advances/automation resulted in changes in performance and/or standards, which require a modification
- Duties and tasks from two or more jobs have been consolidated into one position
- Duties and tasks from two or more jobs have been reassigned among several positions requiring that one or several or your PDs be modified

Review & edit

- Review using checklist for a new PD
  - Review all position factors and edit accordingly
  - Review OF-8 and edit accordingly
- See MWR Managers' Desk Reference, Task 6.13, Prepare/Update Position Descriptions

Finalize

- Get supervisor approval on PD and OF-8
- Forward to Personnel Office/HRO
- Ensure affected staff member reads and signs the PD

That’s all for now…

How are your PDs? What are you going to do about it?

Suggestions and requests to:

Commander, Navy Installations Command (CNIC)
F&FR Training Branch, N947
Millington, TN 38055-6540

Com: (901) 874-6727 DSN: 882-6727
helen.turner1@navy.mil